

YEAR-END CONSIDERATIONS



Soil & Water Conservation Districts Workshop
December 1, 2021



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What's On Tap



- ✓ **SBOA's Annual Financial Report (AFR) (Gateway)**
- ✓ **Form 100-R (Gateway)**
- ✓ **Monthly / Annual Uploads (Gateway)**
- ✓ **Cancellation of Warrants**
- ✓ **Internal Controls**
- ✓ **Enhanced Regulatory Reporting - AFR**



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Annual Financial Report - Gateway



- Required by IC 5-11-1-4
- Due 60 days after end of year (3/1/22)
- New aspects to reporting for 2021
 - Susan will cover those later



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Form 100R - Gateway

- Required by IC 5-11-13-1
- Due during the month of January for the preceding year (by 1/31/22)
- No changes to reporting



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Form 100R - Gateway

- Form 100-R must be submitted even if there are no employees to report.
- Show "0" for Unit Question #1

100R Unit Questions ?

1. Please enter the number of employees (full and part time) that you paid compensation to **anytime during the past year**. Use IRS guidelines to determine employment status and compensation. If you did not have any paid employees, enter 0. This will delete any employee records for this unit for this year.



Monthly Uploads - Gateway





Monthly Uploads – When Are They Due

- January monthly files – March 15th
- February monthly files – April 15th
- March monthly files – May 15th
- April monthly files – June 15th
- May monthly files – July 15th
- June monthly files – August 15th
- July monthly files – September 15th
- August monthly files – October 15th
- September monthly files – November 15th
- October monthly files – December 15th
- November monthly files – January 15th
- December monthly files – February 15th



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Monthly Uploads - Gateway

Bank Reconciliation

- Reconciliation for each bank account you have
- Includes copy of
 - statement
 - optical images
 - list of outstanding checks



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Monthly Uploads - Gateway

Meeting Minutes

- Minutes from each Board meeting
- If not signed/approved before due date, upload unsigned copy and replace with approved copy later
- If meetings are not monthly, indicate so

Provide File

File Upload

Web Link

No Meeting

There was no board meeting held.



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Monthly Uploads - Gateway

Funds Report

- List of funds from your ledger/Quickbooks
- Includes
 - ✓ Beginning of month fund cash & investment balance
 - ✓ Receipts in total for the month
 - ✓ Disbursements in total for the month
 - ✓ Ending fund balance

	Beg Balance	Receipts	Disbursements	End Cash Balance
General Fund	\$ <u>109,893.42</u>	\$ <u>453.34</u>	\$ <u>862.21</u>	\$ <u>109,484.55</u>



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Monthly Uploads - Gateway



BALANCE BROUGHT FORWARD	GENERAL FUND	
	\$109,893.42	
Income		
Interest on Checking	\$4.35	
Plat book, flags	\$20.00	
Seeder rental	\$385.00	
office supply return	\$43.99	
TOTAL RECEIPTS	\$453.34	
DISBURSEMENTS		
Rent	\$620.00	
Telephone/Internet	\$93.42	
Mileage, meals	\$68.50	
Office Supplies	\$52.82	
4-H Fair supplies	\$19.52	
postage	\$7.95	
TOTAL DISBURSEMENTS	\$862.21	
TOTAL BALANCE IN CHECKING		\$109,484.55
TOTAL OF ALL FUNDS		\$109,484.55



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Annual Uploads - Gateway



2021



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Annual Uploads - Gateway

Required to be uploaded by March 1, 2022

- Same timeline as the SBOA AFR
- Includes:
 - ✓ Year End Investment Statements
 - ✓ Detail of receipt activity
 - ✓ Detail of disbursement activity
 - ✓ Salary schedule
 - ✓ Vendor history report



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Annual Uploads - Gateway

Investment Statement

- Like checking account statements, only for any investments you might have
 - ✓ Savings
 - ✓ CDs
- Upload December 2021 statements for all investment accounts



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Annual Uploads - Gateway

Detail of Receipt Activity

- Does not apply to hand-posted records
- Listing of all receipts issued and posted during the year
- Most systems have a "history" function that should provide this information
- May need to contact your software vendor for assistance
- Include receipt numbers and dates



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Detail of Disbursement Activity

- Does not apply to hand-posted records
- Listing of all non-payroll disbursements posted during the year
- Most systems have a "history" function that should provide this information
- May need to contact your software vendor for assistance
- Include check numbers, dates, and payee name



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Annual Uploads - Gateway

Salary Schedule

- Shows the approved salary of district employees
 - For those considered county employees, we can obtain salary information from the annual upload from your county
- For the year being reported - 2021



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Annual Uploads - Gateway

Vendor History Report

- Does not apply to hand-posted records
- Detailed listing of all vendors to whom checks were issued during the year
- Ideally would show total by vendor
- Most systems have a "history" function that should provide this information
- May need to contact your software vendor for assistance



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Annual Uploads - Gateway

Vendor History Report

- Does not apply to hand-posted records
- Detailed listing of all vendors to whom checks were issued during the year
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Cancellation of Warrants

Indiana Code 5-11-10.5: Cancellation of Warrants

Old Outstanding Checks

- All checks outstanding and unpaid for a period 2 years as of December 31 of each year shall be declared cancelled.

Example – At December 31, 2021;

- Check #1234 was written on February 27, 2019 and has not cleared the bank and is on the outstanding check list. At 12/31/21, it would be considered "void".
- Check #9876 was written on November 2, 2020 and has not cleared the bank and is on the outstanding check list. At 12/31/21, this check would *not* be considered "cancelled" and should remain on the outstanding check list.



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Cancellation of Warrants

Indiana Code 5-11-10.5: Cancellation of Warrants

- March 1 – fiscal officer prepares list of all outstanding checks for 2 years or more
- File list of checks with the board
- Fiscal officer keeps a copy



If you have more than just a General fund, “old” (or stale) checks are receipted back to your ledger into the fund from which they were originally drawn.



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Internal Controls

Indiana Code 5-11-1-27(g)

- “After June 30, 2016, the legislative body of a political subdivision shall ensure that:
 - 1) the internal control standards and procedures developed under subsection (e) are adopted by the political subdivision; and
 - 2) personnel receive training concerning the internal control standards and procedures adopted by the political subdivision.”



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Internal Controls

Indiana Code 5-11-1-27(c) defines "personnel":

"As used in this section, "personnel" means an officer or employee of a political subdivision whose official duties include receiving, processing, depositing, disbursing, or otherwise having access to funds that belong to the federal government, state government, a political subdivision, or another governmental entity."



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Internal Controls

Things to remember:

- ✓ Board should adopt minimum standards - if they haven't already
- ✓ Training for any new employees in 2021
- ✓ Certify on the Annual Financial Report in Gateway correctly



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Internal Controls

AFR Unit Questions ?

The following must be filed with the Annual Report per IC 5-11-1-27 (h).

I certify that my unit has adopted the minimum internal control standards as required per IC 5-11-1-27(e).	<input checked="" type="radio"/> Yes <input type="radio"/> No
If yes, I certify that all personnel defined by IC 5-11-1-27(c) received training concerning the internal control standards adopted by my unit.	<input checked="" type="radio"/> Yes <input type="radio"/> No

Make sure you answer these questions correctly





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References

Gateway Information:

Annual Financial Report User Guide: <https://gateway.ifionline.org/userguides/AFRguide>

Form 100-R User Guide: <https://gateway.ifionline.org/userguides/100Rguide>

Monthly & Annual Upload User Guide: <https://gateway.ifionline.org/userguides/engagementguide>

Login: <https://gateway.ifionline.org/login.aspx>

Gateway questions: gateway@sboa.in.gov

State Examiner Directive 2018-1 (Amended 11/2020):

https://www.in.gov/sboa/files/Directive-2018-1-Monthly-and-Annual-Engagement-Uploads-Amended-11_9_2020.pdf



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